Edmonton Regional Office

Alberta

HANDBOOK
1986

Edmonton Regional Office
8th Floor, Harley Court
10045 - 111 Street
EDMONTON, Alberta
T5K 1K4

Telephone: 427-2952

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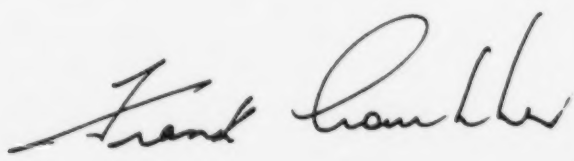
A MESSAGE FROM THE DIRECTOR

Education in Alberta is currently the focus of concerted public, professional, and government attention. Changes in programs, aspects of governance, and approaches to planning have been initiated through the 1984 Management and Finance Plan and School Act Review to ensure that both financial and human resources are directed, to the greatest extent possible, to the welfare and educational opportunity of students.

The Regional Offices of Education comprise one of the means by which the changes that are underway will be completed expeditiously, constructively and harmoniously. At the Edmonton Regional Office, all of our activities are undertaken within this philosophy - the welfare of individual students is our ultimate concern and responsibility and improvements in the education of our children can best be accomplished through cooperative problem-solving.

The task of preparing this Handbook has been undertaken mainly by Wayne Blair and Carol McLean, both of this office. Mr. Blair was Associate Director (Implementation and Monitoring) until November 1985, when he assumed a new position with the Curriculum Branch. He was succeeded as Associate Director by Ms. McLean. I am sure that the efforts of these two staff members will prove to be of assistance to many people, within both Alberta Education and Zones II and III school systems and private schools, as they attempt to access and use the services of the Edmonton Regional Office in the interests of educational quality.

Finally, the position of Director, Edmonton Regional Office will be filled during 1986 by Dr. Roger Palmer, on secondment from the Edmonton Public School Board. I am sure that 1986 will see continued progress toward an education system in Alberta that is superior by any standards.

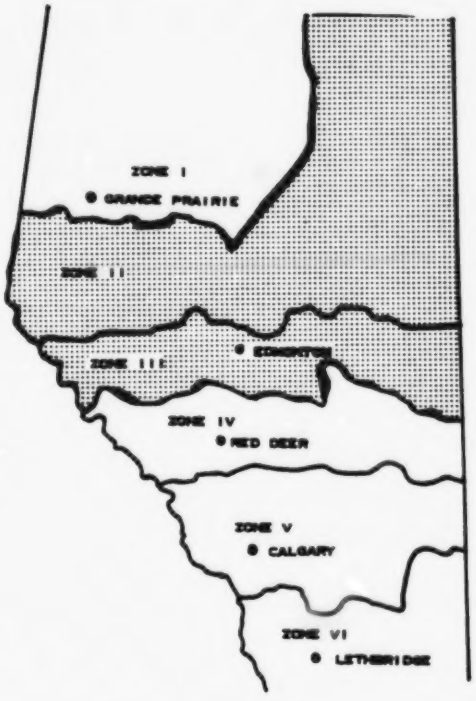


Frank Crowther
Director, Edmonton Regional Office

1. REGIONAL OFFICES OF EDUCATION IN ALBERTA

Alberta Education has five regional offices, located in Edmonton, Grande Prairie, Red Deer, Calgary, and Lethbridge. The offices are designed to assist school jurisdictions, private schools, and private Early Childhood Services operators in the implementation of education programs in accordance with the goals, policies, statutes and regulations of Alberta Education and the laws of Alberta. The Regional Offices are the most direct link between local educational authorities and citizens, on the one hand, and the Minister of Education and Central Office of Alberta Education on the other.

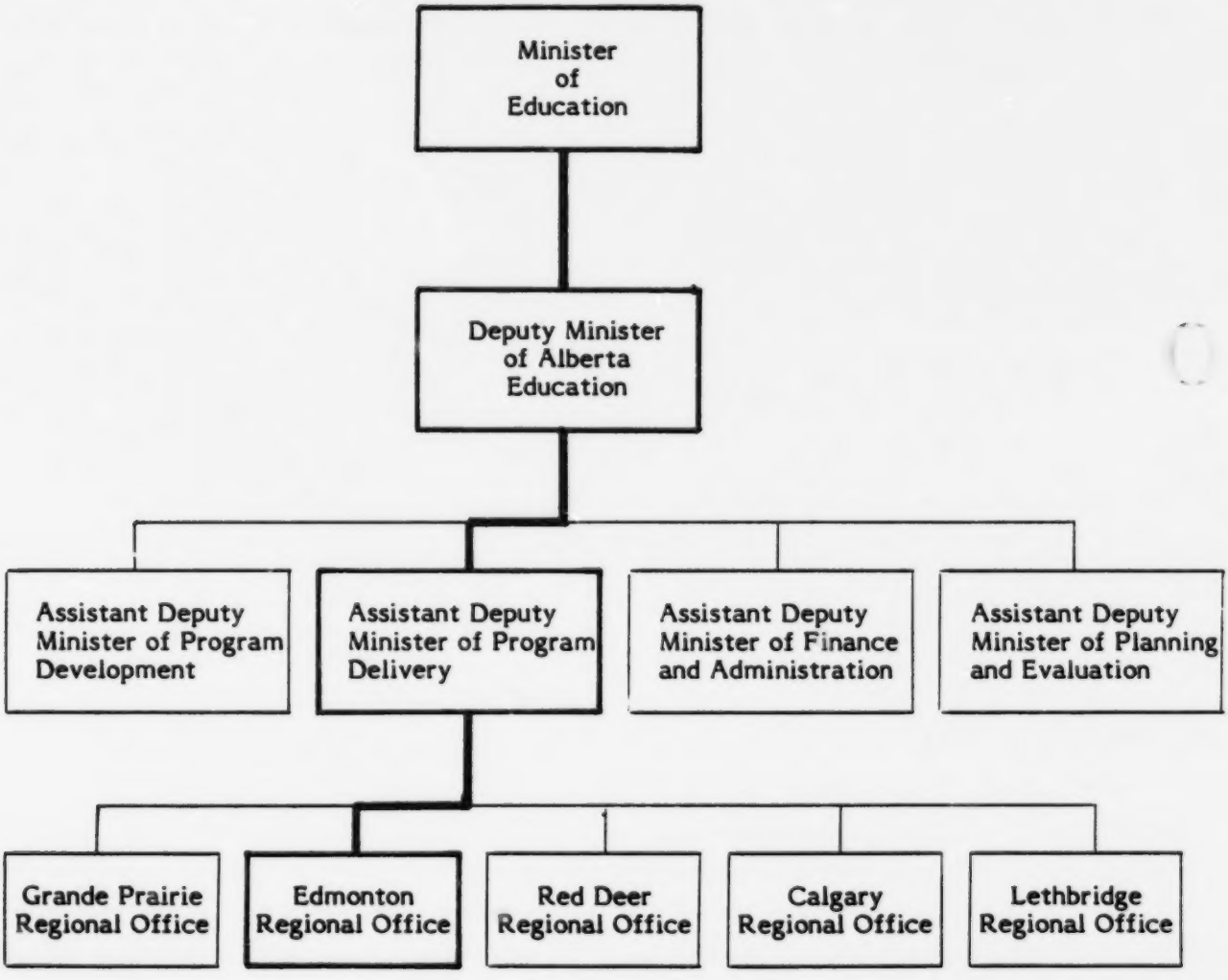
The following map of Alberta indicates the location of each Regional Office and the zones served by each Regional Office:



Geographically, Zones II and III range from Lloydminster to Jasper and from Fort McMurray to Wetaskiwin. This region comprises 51 school jurisdictions with 44 Superintendents of Schools and Secretary-Treasurers, 667 public and separate schools, and a total of 192,000 students. In addition, Zones II and III include 55 private schools and 84 private Early Childhood Services operators.

As part of the reorganization of Alberta Education in 1982, Regional Offices were elevated to the status of a branch of Alberta Education. Each Regional Office is now staffed by a director, one or more associate directors, a team of education consultants, and technical/clerical support staff. Regional Office Directors report to the Assistant Deputy Minister of the Division of Program Delivery, who, in turn, reports directly to the Deputy Minister.

The following diagram outlines the place of Edmonton Regional Office in the administrative structure of Alberta Education:


Minister of Education
Deputy Minister of Alberta Education
Assistant Deputy Minister of Program Development
Assistant Deputy Minister of Program Delivery
Assistant Deputy Minister of Finance and Administration
Assistant Deputy Minister of Planning and Evaluation
Grande Prairie Regional Office
Edmonton Regional Office
Red Deer Regional Office
Calgary Regional Office
Lethbridge Regional Office

2. FUNCTIONS OF THE EDMONTON REGIONAL OFFICE

Staff of the Edmonton Regional Office work to ensure provision of the highest possible quality of schooling in school jurisdictions and private schools in Zones II and III. The staff comprise thirty professional educators, and encompass specialist personnel in all subject areas, administration, grant processing, evaluation, and private schooling. The professional staff are assisted by an Office Manager and fourteen technical and support staff.

The principal function of the Edmonton Regional Office is to facilitate consistency between the policies of Alberta Education and the delivery of educational services in the school systems and schools of Zones II and III. To this end, Regional Office staff have on-going association with policy and program development in Alberta Education and on-going contact with school system personnel, schools, interested community groups, and parents.

The professional functions of the Edmonton Regional Office encompass the following areas of responsibility:

Major Functions:

* Evaluation
* Accreditation and Grants Approval
* Monitoring
* Consultation - Curriculum and Instruction
* Investigations
* Supervision of Private Schools

Support Functions:

* Public Inquiries
* Developmental Services to Alberta Education
* Northern Materials Resource Centre

Each of these areas is described in the following section of this handbook.

2.1 Function One - Evaluation

In Alberta, local school boards, private school authorities and private Early Childhood Services operators have the primary responsibility for developing and implementing evaluation policies, guidelines and procedures. However, Regional Office consultants spend more time on evaluation-related activities than on activities associated with any other of their functions. This work takes the form of:

* Consultative services in the development of local policies for the evaluation of teachers, programs, schools, students, and system operations.
* Provision of background materials and advice to assist local authorities in conducting evaluations.
* Provision of specialist services to assist local jurisdictions in the design and conduct of evaluations.
* Development and implementation of school system, school, and program evaluations as requested by:
  a) The Minister of Education;
  b) The Regional Office Director - as part of a systematic plan to ensure that evaluation is conducted across Zones II-III on a regular basis; and
  c) School boards.

Evaluations requested by school boards are conducted subsequent to receipt of a board motion and formal letter of request to the Regional Office Director. Reports on evaluations conducted by the Edmonton Regional Office become public documents 60 days after submission to the sponsoring school board.

FOR ADDITIONAL INFORMATION,

WRITE: Associate Director
Evaluation
Edmonton Regional Office
Alberta Education
11160 Jasper Avenue
EDMONTON, Alberta
T5K 0L2

CALL: 427-2952

2.2 Function Two - Accreditation and Grants Approvals

The processes of accreditation and grants approval, as undertaken in the Edmonton Regional Office, ensure that official standards and regulatory aspects of the Management and Finance Plan and as identified in the **Junior-Senior High School Handbook** and the **Grants Administration Manual** are adhered to. Accreditation tasks performed by the office include: processing and approval of the Secondary School Program Plan (formerly Form A) and the Elementary School Program Organization Form (formerly Form B); processing applications for private school status; notification of school system's operational year; reconciliation of resident pupil counts across jurisdictions; approval of home schooling contracts; review of contingency grant application requests submitted by school boards in Zones II and III.

Consultants in the Edmonton Regional Office are assigned performance certification responsibilities as part of the accreditation and grant approval functions of the office. A performance certifier reviews and approves applications for special need programs. A performance certifier, before recommending payment for a program, certifies that the program is in operation, that measures are in place to determine program adequacy, and that measures and procedures are in place to certify the accuracy of student counts. Subsequently, the Associate Director of Accreditation and Finance reviews applications to ensure that rates are in accordance with regulations, calculations are accurate, and procedures are in place for program verification.

FOR ADDITIONAL INFORMATION,

WRITE: Associate Director
Accreditation and Finance
Edmonton Regional Office
Alberta Education
11160 Jasper Avenue
EDMONTON, Alberta
T5K 0L2

CALL: 427-2952

2.3 Function Three - Monitoring

The Edmonton Regional Office is responsible for monitoring provincial programs operated by school jurisdictions, private schools, and private operators of Early Childhood Service programs in Zones II and III. With the implementation of the 1984 Management and Finance Plan, Alberta Education has shifted from an emphasis on prior approval of educational programs to a concern for the quality of educational outcomes and results. As part of the shift, the joint monitoring of educational programs by Regional Office and school system authorities is key to the successful implementation of the new Management and Finance Plan.

Monitoring is a systematic, information-gathering activity, usually undertaken in the school setting. Monitoring provides Alberta Education with information regarding how provincial policies and programs are being successfully implemented, and with insights regarding difficulties that school jurisdictions may be encountering in implementing provincial policies. The data collected provide Alberta Education and school boards with information for improving the quality of education in Alberta. For example:

* on-site monitoring provides a source of information for the modification of programs, at both the provincial and local levels (e.g., adjustments to special education funding formula);
* Annual Education Reports of school systems provide information on particular management approaches which encourage the implementation of successful programs (e.g., implementation of teacher inservice programs as a way of improving the quality of instruction);
* interviews with teachers may indicate that a more sophisticated analysis or evaluation of a program, or a set of programs, is necessary (e.g., if a potential problem is identified in a curriculum area).

At the present time, the Edmonton Regional Office is monitoring the following programs and operations:

- evaluation policies;
- special needs programs;
- private school operations;
- B.Q.R.P. Business Education and Elementary/Junior High;
- Local student counts (S.F.P.F.) for provincial grants.

FOR ADDITIONAL INFORMATION,

WRITE: Associate Director
Implementation and Monitoring
Edmonton Regional Office
Alberta Education
11160 Jasper Avenue
EDMONTON, Alberta
T5K 0L2

CALL: 427-2952

2.4 Function Four - Consultation - Curriculum and Instruction

The Edmonton Regional Office staff provide a variety of consultative services to school jurisdictions and private schools from Early Childhood to grade 12. These specialist consultative services encompass the following areas of curriculum, administration, and instruction:

* Core Programs
  - Mathematics
  - Language Arts
  - Science
  - Social Studies
  - Physical Education
  - Health
* Complementary Programs
  - Vocational Education
  - Home Economics
  - Industrial Education
  - Business Education
  - Guidance
  - Fine Arts
  - Second Languages
* Educational Administration
* Media and Technology
  - Libraries/Media
  - Computer Literacy
  - Computer Technology
* Special Needs Programming
  - Early Childhood Services
  - Special Education - Elementary
  - Special Education - Secondary
  - Educational Opportunities Fund
  - Official and Other Languages
  - School Extension Programs

- Academic-Occupational Programs
- Teacher Inservice
- Initiation to Teaching Project
- School Learning Resources
- Regional Film Centres
- English as a Second Language
- Gifted and Talented

As provincial curricula and examinations in Alberta have become more definitive and clearly defined in recent years, the consultative services of the Regional Offices have tended to diminish. However, consultation continues to be provided in response to requests from teachers, school boards, administrators, members of the public, and (occasionally) students. Responses to requests vary according to the need expressed and may take the form of a telephone conversation, a letter, an informal meeting, a seminar, a speech, or a workshop.

Since 1984, the Edmonton Regional Office has also attempted to provide a number of additional consultative services to local school jurisdictions. Particular emphasis has been placed on the implementation of both evaluation policies and the special needs aspects of the Management and Finance Plan (e.g., Initiation to Teaching Project, School Extension Grant, Official and Other Languages Grant, Regional Film Centres Grant, and Special Education Grant). At the same time, Edmonton Regional Office staff are in many instances involved in Departmental initiatives in policy areas and are available to provide consultative assistance in relation to these areas (e.g., French Language Policy, School Act Review, Secondary Education Review, Home Schooling, and Response Centre Concept).

FOR ADDITIONAL INFORMATION,

WRITE: Associate Director
Implementation and Monitoring
Edmonton Regional Office
Alberta Education
11160 Jasper Avenue
EDMONTON, Alberta
T5K 0L2

CALL: 427-2952

2.5 Function Five - Investigations

For the purpose of effecting resolution to local issues, Alberta Education responds to requests from the public or local authorities for the Minister to inquire into a local situation. Examples of situations which sometimes lead to Ministerial and departmental involvement include school closures, student placements, student expulsions, student safety, and pupil transportation.

Should the Minister request department involvement, a member of the Regional Office staff will usually meet with both the complainant and local education officials in an attempt to resolve the issue at the local level. Almost all issues examined by the Edmonton Regional Office are resolved in this way. Consultants are appointed to inquiries of this type usually on the basis of their specialist backgrounds. Where legal advice is required, the assistance of legal counsel is sought, through the Legislative Services Branch of Alberta Education.

If resolution is not achieved as a result of local review and mediation, the Minister of Education may instigate a more formal investigation. When the Edmonton Regional Office is directed to conduct such investigations, consultants are appointed by the Director to collect all relevant data pertaining to the issue in question and to prepare a summary report and recommendations for the Minister. The final disposition in situations involving Ministerial investigation is the responsibility of the Minister.

FOR ADDITIONAL INFORMATION,

WRITE:	The Director Edmonton Regional Office Alberta Education 11160 Jasper Avenue EDMONTON, Alberta T5K 0L2
CALL:	427-2952

2.6 Function Six - Supervision of Private Schools

There are approximately 177 private schools in Alberta, serving over 12,375 students, representing about 3.5 percent of the total student population. The Edmonton Regional Office of Education supervises the operations of private schools in Zones II and III. There are approximately 57 private schools in these two zones.

Currently, there exist four categories of private schools in Alberta. Category one private schools offer courses of study that have been prescribed or approved by the Minister and employ teachers who hold valid Alberta teaching certificates. Category two private schools offer approved educational and training services to students who are emotionally, mentally or socially handicapped. Category three private schools operate at times other than regular school hours and offer approved courses in languages other than English. Finally, category four private schools offer courses prescribed or approved by the Minister. However, unlike category one schools, they are not required to employ certificated teachers, do not receive provincial funding, and do not grant high school credits.

Applications for approval of private schools are submitted to the Director of the local Regional Office. In the Edmonton Regional Office, the Coordinator of Private Schools is then designated responsibility for overseeing the approval process.

Each consultant in the Edmonton Regional Office is responsible for monitoring the operations of one or more private schools. The monitoring process includes: systematic visitations to observe instruction and general operations; evaluation of teachers for certification purposes; provision of consultative services to school personnel; review of annual reports prepared by private school operators; assistance in policy development when requested. Through systematic monitoring, the Minister of Education is assured that: private schools are following specifications of the provincial **Program of Studies** or an alternate approved program; teachers, where required, are certificated or eligible for certification; physical facilities adhere to safety codes and requirements; adequate resources and materials are available for instruction; and generally, that the educational needs of students are being met.

In addition to the monitoring function, Edmonton Regional Office conducts in-depth evaluations in a sample of private schools on an annual basis. Consultants of the Edmonton Regional Office also provide, upon request, assistance to private schools in program implementation.

FOR ADDITIONAL INFORMATION,

WRITE: Coordinator of Private Schools
Edmonton Regional Office
Alberta Education
11160 Jasper Avenue
EDMONTON, Alberta
T5K 0L2

CALL: 427-2952

2.7 Function Seven - Public Inquiries Regarding Government Policies and Services

Alberta Education responds to numerous telephone and written requests from both the education community and the general public for information regarding government policies and services. Questions directed to the Minister or Deputy Minister from communities in Zones II and III regarding educational issues and initiatives are often forwarded on to the Edmonton Regional Office for response. Examples of questions from the public and teachers that are referred frequently to the Edmonton Regional Office include the following:

- What is the Alberta equivalent of secondary courses completed in another province?
- What special funding is available for a "community school"?
- What is the list of approved learning resources for a certain course?
- What is the time schedule for this year's Diploma examinations?
- How can a home schooling contract be established with the local board?
- What are the eligibility criteria for the Initiation to Teaching Project?
- What private schools in Alberta offer special education services?
- What are the requirements under the **Charter of Rights and Freedoms** for French Language Education?

Consultants are often called upon to provide information on issues in Zones II and III to the Minister and/or Deputy Minister. Consultants also meet with individuals or groups in the community to present statements and receive feedback relative to government policy and to discuss educational issues.

FOR ADDITIONAL INFORMATION,

WRITE: The Director
Edmonton Regional Office
Alberta Education
11160 Jasper Avenue
EDMONTON, Alberta
T5K 0L2

CALL: 427-2952

2.8 Function Eight - Developmental Services

The final function of the Edmonton Regional Office includes providing assistance to the Central Office of Alberta Education in the development of policies and programs. For example, consultants assist the Student Evaluation Branch of Alberta Education with the development and administration of provincial diploma examinations and achievement tests, and the Curriculum Branch in the development of new curricula and selection of learning resources. Consultants from the Edmonton Regional Office are also involved in such developmental work as the review of the School Act, the Secondary Education Review, the Native Education Project, and French Language policy development. A Regional Office representative also sits on the Alberta Education Special Cases Committee. The functions of this Committee include dealing with items such as student appeals regarding provincial diploma examination results.

In addition to assisting the Central Office of Alberta Education in developmental tasks, consultants in the Edmonton Regional Office act in an official liaison capacity with various professional groups and associations. In particular, consultants represent Alberta Education on the subject area Specialist Councils of the Alberta Teachers' Association and Continuing Education Advisory Committees of the Faculty of Education at the University of Alberta. As well, consultants participate on committees of the Teachers' Convention Association and Principals' Associations in Zones II and III.

2.9 Function Nine - Northern Materials Resource Centre

The Northern Materials Resource Centre provides special format materials to visually impaired students, preschool through grade 12, in authorized educational programs. Educational materials are available in audiotape, braille or large print, and include prescribed and recommended textbooks, supplementary reading materials, skills development materials, and kits. Curriculum materials which are not in the collection may be produced by the Centre's braille, audiotape, or large-print production units. A variety of mechanical and electronic aids including braillers, talk-out calculators, enlarging TV scanners, variable speed tape recorders, large print typewriters, and various other magnification devices are available for loan, as well as auditory trainers and personal FM equipment for integrated hearing-impaired students.

The Northern Materials Resource Centre serves students in the northern half of the Province (north of Red Deer) while the Southern Materials Resource Centre, located in Calgary, serves students in and south of Red Deer. A catalogue listing holdings of both centres is available to school jurisdictions upon request. Materials and equipment are available for loan to students, for a school term or year.

The Northern Materials Resource Centre is located on the first floor of the Edward's Professional Centre, 10053 - 111 Street, Edmonton, Alberta, T5K 2H8. Hours of operation are 8:15 to 4:30 p.m., Monday through Friday.

FOR ADDITIONAL INFORMATION,

WRITE: Manager
Northern Materials Resource Centre
Edmonton Regional Office
Alberta Education
11160 Jasper Avenue
EDMONTON, Alberta
T5K 0L2

CALL: 427-4681

3.1 ALBERTA EDUCATION DIRECTORY

Office of the Minister of Education
319 - Legislature Building, Edmonton, Alberta T5K 2B6 427-2025

Office of the Deputy Minister of Education
10th Floor, Devonian Building, West Tower,
11160 Jasper Avenue, Edmonton, Alberta T5K OL2 427-2889

Office of the Assistant Deputy Minister: Finance and Administration Division
6th Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 427-2988

Office of the Assistant Deputy Minister: Planning and Evaluation Division
5th Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K OL2 427-2891

Office of the Assistant Deputy Minister: Program Delivery Division
4th Floor, Devonian Building, East Tower
11160 Jasper Avenue, Edmonton, Alberta T5K OL2 427-7484

Office of the Assistant Deputy Minister: Program Development Division
3rd Floor, Devonian Building, East Tower
11160 Jasper Avenue, Edmonton, Alberta T5K OL2 422-1608

Edmonton Regional Office
8th Floor, Harley Court Building
10045 - 111 Street, Edmonton, Alberta T5K 1K4 427-2952

Calgary Regional Office
Room 1200, Rocky Mountain Plaza
615 MacLeod Trail, S.E., Calgary, Alberta T2G 4T8 297-6353

Grande Prairie Regional Office
5th Floor, Nordic Court
10014 - 99 Street, Grande Prairie, Alberta T8V 3N4 538-5130

Lethbridge Regional Office
Provincial Building
200 - 5 Avenue South, Lethbridge, Alberta T1J 4C7 381-5243

Red Deer Regional Office
3rd Floor, West, Provincial Building
4920 - 51 Street, Red Deer, Alberta T4N 6K8 340-5262

Alberta Correspondence School
Box 4000
Barrhead, Alberta T0G 2P0 — 674-5333

Communications Branch
2nd Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 — 427-2286

Curriculum Branch
3rd Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 — 427-2984

Early Childhood Services Branch
5th Floor, Devonian Building, East Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 — 422-4872

Language Services Branch
2nd Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 — 427-0183

Library Services
4th Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 — 427-2985

Northern Materials Resource Centre
Edmonton Regional Office, Edwards Professional Centre
10053 - 111 Street, Edmonton, Alberta T5K 2H8 — 427-4681

School Book Branch
10410 - 121 Street
Edmonton, Alberta T5N 1L2 — 427-2767

School Buildings Services Branch
9th Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 — 427-2973

Special Educational Services Branch
5th Floor, Devonian Building, West Tower
11160 Jasper Avenue, Edmonton, Alberta T5K 0L2 — 427-2929

Student Evaluation Branch

4th Floor, Harley Court Building

10045 - 111 Street, Edmonton, Alberta T5K 1K4 427-5433

Teacher Certification and Development Branch

5th Floor, Harley Court Building

10045 - 111 Street, Edmonton, Alberta T5K 1K4 427-2045

3.2 EDMONTON REGIONAL OFFICE ADMINISTRATION STAFF DIRECTORY - JANUARY, 1986

Dr. Frank Crowther *	Director	427-2952
Mr. Art Peddicord	Associate Director, Evaluation	427-2952
Dr. Fred Schreiber	Associate Director, Accreditation and Finance	427-2952
Ms. Carol McLean	Associate Director, Implementation and Monitoring	427-2952
Mrs. Cheryl Talarico	Office Manager	427-2952
Mrs. Marie Matiaszow	Manager, Northern Materials Resource Centre	427-4681

NOTE: **Mailing Address:**
Edmonton Regional Office
Devonian Building
11160 Jasper Avenue
EDMONTON, Alberta
T5K OL2

NOTE: **Office Address:**
Edmonton Regional Office
8th Floor, Harley Court
10045 - 111 Street
EDMONTON, Alberta
T5K 2M5

* For most of 1986, Dr. Crowther will be on leave from Alberta Education. The position of Director during this period will be filled by Dr. Roger Palmer.

3.3 EDMONTON REGIONAL OFFICE STAFF DIRECTORY

Consultant	Specialist Responsibilities	Management Responsibilities
Benson, John	• Elementary Education • Computers	• B.Q.R.P. Elementary and Junior High Computer Project • Elementary School Program Organization Form
Bradford, Doug (seconded from Edmonton Public School Board)	• School Administration	• School System Evaluation
Clark, Brian (seconded from the County of Parkland #31)	• Early Childhood Education	• Early Childhood Programs
Crowther, Frank		• Director
Cunningham, Dick	• School Administration	• Secondary School Education Plan • Work Experience • Special Projects • Driver Education
Duffy, Barbara	• Early Childhood Education	• Program Unit Grants • Early Childhood, Teacher Inservice • Early Childhood Urban Transportation • Early Childhood Programs
Dunnigan, Frank (seconded from Edmonton Separate School District)	• Fine Arts	
Edwards, Lynn	• Physical Education	• Private School Coordinator
Flanagan, Frank	• School Administration	• S.F.P.F. and Resident Pupil Counts • Home Schooling
Friderichsen, Blanche	• Media • Libraries	• Initiation to Teaching Project

Consultant	Specialist Responsibilities	Management Responsibilities
Henschel, Brian	• Special Education	• Extension Programs (Adult, Day, Evening, Summer)
Hlushak, Larry	• Language Arts • English as a Second Language	• Evaluation Project Fund • Teacher Inservice
Kashuba, Steve	• Business Education • Computers	• B.Q.R.P. - Business Education Equipment Project
Kennedy, Colleen (seconded from the Richmond School District, B.C.)	• Early Childhood Education	• Early Childhood Programs
Kluchky, Ken	• Sciences	• Student Evaluation Policy • Educational Opportunities Fund
Kratz, Hans	• Media • Computers • Libraries	• Teacher Evaluation Policy • Annual Education Report • School Learning Resources Project • Regional Film Centre
Livermore, Ron	• Language Arts • English as a Second Language	• Program Evaluation Policy
Lo, Tom	• Energy Consultant	
Mandin, Emile	• Languages	• English as a Second Language
Mann, Laura	• Home Economics	
McClellan, Jim	• Special Education	• Special Education Block Funding • Gifted and Talented
McLean, Carol (Seconded from the Edmonton Separate School District)	• Academic Occupational Education	• Associate Director, Implementation and Monitoring • Academic Occupational
Moquin, Jacques	• Languages	• French Language • Languages Other than English
Mott, Terry	• Counselling • Gifted and Talented • Special Education	• School Evaluation Policy

Consultant	Specialist Responsibilities	Management Responsibilities
Palmer, Roger		• Acting Director
Peddicord, Art	• Mathematics	• Associate Director, Evaluation
Schreiber, Fred	• Social Studies • Social Sciences	• Associate Director, Accreditation and Finance
Ursuliak, Merle	• Special Education - Secondary	• Institutional Services Programs

3.4 EDMONTON REGIONAL OFFICE RESPONSIBILITY AREAS

RESPONSIBILITY	CONTACT(S)
Academic-Occupational Education (Integrated Occupational Education)	Carol McLean
Administration	Doug Bradford Dick Cunningham Frank Flanagan
Annual Education Report	Hans Kratz
Associate Director - Accreditation and Finance	Fred Schreiber
Associate Director - Evaluation	Art Peddicord
Associate Director - Implementation and Monitoring	Carol McLean
BQRP - Business Education Equipment Upgrading Project	Steve Kashuba
BQRP - Elementary/Junior High Computer Project	John Benson
Business Education	Steve Kashuba
Computer Literacy	John Benson Steve Kashuba Hans Kratz
Director - Edmonton Regional Office (On leave from Alberta Education in 1986)	Frank Crowther
Acting Director	Roger Palmer
Driver Education	Dick Cunningham
Early Childhood Services Education	Brian Clark Barbara Duffy Colleen Kennedy
Elementary Education	John Benson
Elementary School Program Organization Form	John Benson
Educational Opportunities Fund	Ken Kluchky

RESPONSIBILITY	CONTACT(S)
Energy Conservation	Tom Lo
English as a Second Language	Larry Hlushak Ron Livermore Emile Mandin
Evaluation Project Fund	Larry Hlushak
Extension Program	Brian Henschel
Fine Arts	Frank Dunnigan
French Language Education	Emile Mandin Jacques Moquin
Gifted and Talented	Jim McClellan Terry Mott
Guidance and Counselling	Terry Mott
Health	Laura Mann Terry Mott
Home Economics	Laura Mann
Home Schooling	Frank Flanagan
Initiation to Teaching Project	Blanche Friderichsen
Institutional Services Programs	Merle Ursuliak
Language Arts	Larry Hlushak Ron Livermore
Languages Other Than English	Emile Mandin Jacques Moquin
Libraries	Blanche Friderichsen Hans Kratz
Mathematics	Art Peddicord
Media and Technology	Blanche Friderichsen Steve Kashuba Hans Kratz

RESPONSIBILITY	CONTACT(S)
Physical Education	Lynn Edwards
Private Schools	Lynn Edwards
Program Evaluation	Ron Livermore
Program Unit Grants	Barbara Duffy
Regional Film Centres	Hans Kratz
Resident Pupil Student Count	Frank Flanagan
School Evaluation	Terry Mott
School Learning Resources Project	Hans Kratz
School System Evaluation	Doug Bradford
Sciences	Ken Kluchky
Second Languages	Emile Mandin Jacques Moquin
Secondary Education Review	Laura Mann
Secondary School Program Plan	Dick Cunningham
SFPF Student Count	Frank Flanagan
Social Studies/Social Sciences	Fred Schreiber
Special Education - Elementary	Brian Henschel Jim McClellan
Special Education - Secondary	Merle Ursuliak
Special Projects	Dick Cunnigham
Student Activities	Art Peddicord
Student Evaluation	Ken Kluchky
Teacher Evaluation	Hans Kratz

RESPONSIBILITY	CONTACT(S)
Teacher Inservice	Larry Hlushak Carol McLean
Vocational Education	Vacant
Work Experience	Dick Cunningham

3.5 LIST OF ZONE II SCHOOL JURISDICTIONS, SUPERINTENDENTS, SECRETARY-TREASURERS AND BOARD CHAIRPERSONS

School Jurisdiction	Superintendent	Secretary-Treasurer	Chairperson	Telephone
County of Athabasca #12	Mr. S. Schmold	Mr. J. Woodward	Mr. D. Bencharsky	675-2273
County of Barrhead #11	Dr. H. Treleaven	Mr. A. Charles	Mr. E. Wimmer	429-1624
County of Lac Ste. Anne #28	Mr. L. Truckey	Mr. M. Gramatovich	Mr. J. Shulte	785-3411
County of St. Paul #19	Mr. C. Haydn-Jones	Mr. A. Roy	Mr. D. Lindberg	645-3301
County of Smoky Lake #13	Mr. W. M. Cooper	Mr. C. Smigerowsky	Ms. P. Palechuk	424-7103
County of Thorhild #7	Mr. R. Daly (Acting)	Mr. L. Larose	Mr. M. Senych	429-3928
Lac La Biche School Division #51	Mr. E. L. Deutscher	Mr. L. Sparks	Mr. E. J. Sehn	623-4414
Northland School Division #61	Mr. F. Blonke	Mr. G. de Kleine	Mrs. E. Thunder	624-2060
Westlock School Division #37	Mr. E. O. Olstad	Mr. W. Manchur	Mr. D. Chatters	422-2054
Fort McMurray School District #2833	Mr. R. W. Prather	Mr. D. Hassen	Mr. S. Hardin	743-3705
Lakeland School District #5460	Mr. G. Kiernan	Mr. C. Gault	Mrs. H. Thaleshvar	826-3145
Medley School District #5029	Mr. B. Johnson	Mr. G. Facey	Major T. A. Brown	594-8187
St. Paul School District #2228	Dr. F. X. Boulet	Mr. C. Ouellette	Mr. C. Richard	645-3323
St. Paul Regional School District #1	Dr. F. X. Boulet	Mr. D. Lashuk	Mr. R. Kotowich	645-3323
Swan Hills School District #5109	Dr. H. Treleaven	Mrs. C. Ramsum	Mr. K. Nagel	333-2855
Whitecourt School District #2736	Mr. D. Thomas	Mr. D. Danks	Mrs. G. Kreiner	778-2800
Fort McMurray R.C.S.S.D. #32	Mr. G. Heck	Mr. B. Potvin	Mr. J. Fyfe	743-3325
Glen Avon P.S.S.D. #5	Dr. F. X. Boulet	Mr. D. Lashuk	Mr. S. Strynadka	645-3323
Lakeland R.C.S.S.D. #150	Mr. A. Barlage (Acting)	Mrs. A. Coates	Mr. C. Vincent	826-3235
Westlock R.C.S.S.D. #110	Mr. R. Martin	Mrs. C. Sabourin	Mr. W. J. Kallal	349-5459
Whitecourt R.C.S.S.D. #94	Mr. V. Dikaitis	Mrs. D. Heisler	Mr. R. Piper	778-5666

3.6 LIST OF ZONE III SCHOOL JURISDICTIONS, SUPERINTENDENTS, SECRETARY-TREASURERS AND BOARD CHAIRPERSONS

School Jurisdiction	Superintendent	Secretary-Treasurer	Chairperson	Telephone
County of Beaver #9	Mr. W. Schoeman	Mr. G. Bancroft	Mr. R. Krips	633-3730
County of Lamont #30	Mr. R. A. Wiznura	Mr. D. W. Derdak	Mr. H. Moroziuk	998-0429
County of Leduc #25	Mr. R. MacDonald	Mr. F. Rolof	Mr. A. Klapstein	986-2251
County of Minburn #27	Mr. R. A. Gorrie	Mr. L. Powley	Mr. H. P. Chomik	632-2082
County of Parkland #31	Mr M. Tkachuk	Mr. W. Heppler	Mr. K. R. Fuhr	963-2231
County of Strathcona #20	Mr. G. Welch	Mr. C. A. Stirtzinger	Mrs. I. Evans	464-8111
County of Two Hills #21	Mr. D. Yakimowich	Mr. G. Popowich	Mr. P. Marcichiw	657-3358
County of Vermilion River #24	Mr. R. Harback	Mr. J. Scott	Mr. D. Cherry	846-2244
County of Wetaskiwin #10	Mr. B. McCarthy	Mr. J. McGowan	Mr. C. Monaghan	352-3321
Sturgeon School Division #24	Mr. A. J. Taylor	Mr. M. Lloyd	Mr. T. Jewell	939-4341
Wainwright School Division #32	Mr. W. H. Webb	Mr. J. Withnell	Mrs. P. H. Mason	842-6144
Yellowhead School Division #12	Mr. K. Puhlmann	Mr. E. Trathen	Ms. D. Kellerman	723-4471
C.F.B. School District #4986	Mrs. C. Small	Mr. D. H. Larose	Maj. J. S. Stewart	456-2450
Devon School District #4972	Mr. L. Throndson	Mr. J. Willemsen	Mr. G. Cavanagh	987-3366
Grande Cache School District #5258	Mr. D. P. Stetsko	Mrs. J. Claxton	Mr. E. Horner	827-3970
Jasper School District #3063	Mr. H. Jepson	Mr. G. Krefting	Ms. G. Kongsrud	852-3356
Leduc School District #297	Dr. N. Gannon	Mr. O. Borys	Mrs. J. Assen	986-7515
Legal School District #1738	Mr. R. Martin	Mrs. B. Pelletier	Mr. R. Durocher	961-4022
St. Albert School District #3	Dr. J. J. Nearing	Mr. A. Summers	Mr. A. Eshpeter	459-7711
Wetaskiwin School District #264	Mr. G. Johnson	Mrs. C. Fraser	Ms. D. Janzen	352-6018
Edson R.C.S.S.D. #153	Mr. R. Burns	Miss S. Nicol	Mrs. P. Zizek	723-6444

School Jurisdictions	Superintendent	Secretary-Treasurer	Chairperson	Telephone
Fort Saskatchewan R.C.S.S.D. #104	Mr. R. Leight	Mrs. R. Heiland	Mr. T. Armstrong	998-4622
Hinton R.C.S.S.D. #155	Mr. M. Fyten	Mr. V. Pirie	Mrs. J. Sentes	865-3811
Leduc R.C.S.S.D. #132	Mr. F. O'Hara	Mrs. Z. McDonnell	Mr. M. Wyeth	986-2500
St. Albert P.S.S.D. #6	Mr. L. A. Beaudry	Mr. M. Poole	Mr. D. Witwicky	458-2060
Sherwood Park C.S.S.D. #105	Mr. D. F. Clarkson	Mr. A. Jurman	Mr. T. Fullan	467-8896
Spruce Grove R.C.S.S.D. #128	Mr. J. Collins	Mr. G. Innes	Mrs. S. McCullum	962-5627
Stony Plain R.C.S.S.D. #151	Mr. J. Collins	Mr. A. Dejong	Mr. C. Shillington	962-5627
Vegreville C.S.S.D. #16	Mr. G. Bunz	Mr. D. Dubuc	Mr. E. Rudyk	842-3992
Vermilion R.C.S.S.D. #97	Mr. G. Bunz	Mrs. M. Welker	Mr. C. McKinley	842-3992
Wainwright R.C.S.S.D. #31	Mr. G. Bunz	Mrs. O. Leidl	Dr. D. Hauck	842-3992
Thibault R.C.P.S.D. #35	Mr. L. Lucente	Mr. B. Wigger	Mr. R. Chevalier	939-3060
Wetaskiwin R.C.S.S.D. #15	Mr. E. J. Miller	Mr. A. Landstorfer	Ms. M. A. Mullin	352-7250
Drayton Valley R.C.S.S.D. #111	Mr. E. J. Miller	Mrs. J. Murray	Mr. J. Koehmstedt	352-7250
Edmonton Public School District #7	Mr. M. Strembitsky	Mr. L. Jones	Dr. D. Massey	429-8000
Edmonton Separate School District #7	Dr. J. Brosseau	Mr. J. Walsh	Mrs. A. Gagne	422-6376